



Iowa Department of Human Services

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Lt. Governor

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Director

INFORMATIONAL LETTER NO.1230

DATE: April 11, 2013

TO: All Iowa Medicaid Providers

From: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Annual Provider Training 2013

EFFECTIVE: Upon Receipt

The IME would like to invite all Iowa Medicaid providers to the Annual Provider Training for 2013. The IME is pleased to offer sessions in 16 different communities throughout the state. In an effort to present the most up to date information, the following three new training sessions have been developed to further educate all participating Iowa Medicaid providers.

Medicaid - The Basics: An overview of the Medicaid program.

- This session is intended to familiarize new providers with the program policies and emphasize billing changes within the past year. This session will cover the following topics:
 - General Medicaid Policies
 - Medicaid Programs
 - Billing Information and Forms
 - Recent and Upcoming Changes Affecting Providers
 - Brief Overview of Waiver and CDAC Services

Nursing Facility/Hospice: This session is an overview of Iowa Medicaid policies relating to nursing facilities and their coordination with hospice agencies.

- The section on Nursing Facilities will cover:
 - Requirements for Entering a Facility
 - Facility Types and the Population Intended for Nursing Facilities
 - Per Diem and What is Included
 - IowaCare and Nursing Facilities
 - Billing and Resources
- The section on Hospice Agencies will cover:
 - Case Activity Report (CAR)
 - Core Hospice Services and Daily Hospice Services
 - What Population is Intended for Hospice
 - Billing Wage Index and Per Diem

- Resources and Sanction Information

Documentation Requirements and the Iowa Administrative Code (IAC): An overview of Medicaid documentation requirements found in the IAC. This information is important to all provider categories, as the rules covered describe the documentation necessary to support services paid through the Medicaid program.

- The session will cover:
 - Types of Supporting Documentation Required by Medical Services
 - Federal Forms Required for Payment
 - Submission Requirements for Manual Pricing
 - Iowa Administrative Code (IAC) Chapters 79.3 and 79.4

Registration: The IME is using an online registration tool to prevent overbooking of the training sessions and to simplify the sign-in process at each venue. Each individual wishing to attend must complete the registration form and select the sessions they would like to attend. If you are unable to complete the online registration form because you do not have internet access, please contact the Provider Services Unit 1-800-338-7909, locally 515-256-4609 or by email at imeproviderservices@dhs.state.ia.us and a representative will complete a form on your behalf.

Each attendee must respond to each session by selecting either, “Yes, I will be attending” or “No, I will not be able to attend.” For example, if you plan to attend Iowa Medicaid: The Basics in the morning and Documentation Requirements and the Iowa Administrative Code in the afternoon you must **confirm each session for the venue you would like to attend.**

If you are unable to register because a session is fully booked, please review the schedule of the site sessions for a different location near your community.

Please plan on attending your selected session(s). You will *only* be contacted by the IME if we are unable to accommodate your request(s). Actual session end times will be dependent on the need of each particular session. The time frames provided are an estimate and we ask you to plan accordingly. There is no cost to attend these sessions.

How to Register:

All providers are welcome to attend both morning and afternoon sessions. Please go to our website at www.ime.state.ia.us/Providers/ATRegistration.html to complete the online Annual Training Registration form.

Site Information: Listed below are the dates, times, and locations of the Annual Training 2013 sessions.

Daily Schedule

DAY	9:00am-12:00pm*	1:00 pm - 3:00 pm*
Monday	No module	Nursing Home/Hospice
Tuesday	Medicaid: The Basics	Documentation Requirements and the Iowa Administrative Code
Wednesday	No module	Nursing Home/Hospice
Thursday	Medicaid: The Basics	Documentation Requirements and the Iowa Administrative Code

*Session times may vary depending on attendee participation

Schedule and Location Information

Venue	Dates	Address/Location	Additional Information
Ottumwa	May 13 & 14	Indian Hills Community College 623 Indian Hills Dr. Ottumwa, IA 52501	Room 100 (Bennett Building); Parking: West Lot- Visitor.
Burlington	May 15 & 16	Catfish Bend Inn & Spa 3001 Winegard Dr. Burlington, IA 52601	Pzazz Convention and Event Center Event Center Parking Lot
Marshalltown	May 29 & 30	Iowa Valley Community College 3702 S Center St. Marshalltown, IA 50158	Rooms 608, 610, 612 (Opened as one) Visitor Parking
Cedar Rapids	June 3 & 4	Kirkwood Community College 7725 Kirkwood Blvd SW Cedar Rapids, IA 52404	Hotel Auditorium Room 120 Visitor Lot

Bettendorf	June 5 & 6	Scott Community College 500 Belmont Rd. Riverdale, IA 52722	Student Life Center Visitor Parking
Waterloo	June 10 & 11	Hawkeye Community College 1501 E. Orange Rd. Waterloo, IA 50704	Tama Hall; Rooms 107A and 107B Visitor Parking
Mason City	June 12 & 13	North Iowa Area Community College 500 College Drive Mason City, IA 50401	McAllister Hall Room 104G Visitor Lot
Storm Lake	June 24 & 25	Buena Vista University 610 West 4 th Street Storm Lake, IA 50588	The Science Center Visitor Lot
Fort Dodge	June 26 & 27	Iowa Central Community College 1 Triton Circle Fort Dodge, IA 50501	Applied Science & Tech Building Room 107 Visitor Parking
Council Bluffs	July 8 & 9	Iowa Western Community College 2700 College Rd Council Bluffs, IA 51503	Looft Hall Auditorium Visitor Parking
Clarinda	July 10 & 11	Iowa Western Community College 923 East Washington St. Clarinda, IA 51632	Depot Parking on both sides of Depot
Dubuque	July 15 & 16	Northeast Iowa Community College 680 Main St. Dubuque, IA 52001	Rooms 106A and 106B Parking Ramps or Meters
Calmar	July 17 & 18	Northeast IA Community College 1625 HWY 150 S Calmar, IA 52132	Wilder Business Center Visitor Lot

Sioux City	July 29 & 30	Western Iowa Tech Community College 4647 Stone Ave. Sioux City, IA 51106	Cargill Auditorium (D103) Visitor Parking
Spirit Lake	July 31 & Aug 1	Iowa Lakes Community College 800 21st Street Spirit Lake, Iowa 51360	Rooms 129and130 Collage Parking Lot- limited parking
Des Moines	Aug 5-8	Wallace Building 502 E. 9th St. Des Moines, IA 50309	Main Auditorium Parking: Ramps down the street or Visitor Lots.

If you have any questions please contact the IME Provider Services Unit at 1-800-338-7909, or locally at 515-256-4609 or email at imeproviderservices@dhs.state.ia.us.